

# Fire Drill Documentation Form

Family Day Care Rules: 290-2-3.08(7) and .11(2)(c)  
This document must be kept for one year after completion.

for \_\_\_\_\_  
(Year)

## FIRE DRILL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE												
TIME												
NUMBER OF CHILDREN												
LENGTH OF DRILL*												

\*The GOAL is to have evacuation time complete in less than 2 minutes.

## SMOKE DETECTOR

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE DETECTOR CHECKED												
DATE** BATTERIES CHECKED												

\*\*Batteries should be checked annually.

## FIRE EXTINGUISHER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE CHECKED												

What will the person discovering the fire do? \_\_\_\_\_

How will you sound an alarm? \_\_\_\_\_

What will you do before the fire department arrives? \_\_\_\_\_

How will you make sure all persons are evacuated and accounted for? \_\_\_\_\_